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HOW TO APPLY:

Please submit a cover letter, resume, transcripts, proof of licensure and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/audit/careers.html>

**APPLICATIONS MUST BE
RECEIVED OR POSTMARKED
BY:**

Date July 14, 2016

MAIL APPLICATIONS TO:

Mary Hamlin
Business Manager and HR Coordinator
Office of the State Auditor
66 State House Station
Augusta, Maine 04332-0066
207-624-6267 (T)
207-624-6273 (F)

EMAIL APPLICATIONS TO:

mary.hamlin@maine.gov

Direct Hire Career Opportunity Bulletin

OFFICE OF THE STATE AUDITOR

IT Senior Auditor

One (1) Vacancy

CODE: 0770 Pay grade: 27

(\$46,571.20 – \$63,897.60*)

OPEN FOR RECRUITMENT: June 29, 2016 – July14, 2016

* Salary and Benefits amounts are effective 7/1/2016

* Minimum starting salary has been established at \$53,768.00/year

Additional compensation provided for professional certifications for CISA

Agency Information: The Office of the State Auditor has the statutory authority to audit all accounts and other financial records of State government, including any counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State government. The Office conducts its audits in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations, part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Office is also authorized to review departmental budgets and capital programs for better and efficient management of State government, to serve as a staff agency to the Legislature in making investigations of State's finances.

Job Duties: This is professional supervisory services work in the Office of the State Auditor, which acts as the external independent auditor, conducting financial and compliance audits of State government. The assigned work schedule is five days per week. Employees in this classification work independently to plan, design and conduct complex information technology (IT) audits of general and application controls used by organizational units of State government, which may require extensive knowledge of both accounting principles and auditing standards; and develop written audit findings and recommendations based on their IT control testing results. They provide technical or audit support to lead auditors by assisting in the planning, designing and performance of one or more components for other audit assignments in accordance with the U.S. Government Accountability Office (GAO), Federal Information System Controls Audit Manual (FISCAM); and when appropriate, provide guidance to other auditors on the proper interpretation and practical application of those principles. They

provide technical assistance to auditee management by identifying operational risks based on their testing of technology controls established to provide assurance that State administered programs comply with federal laws, regulations, contracts, and agreements. Responsibilities also include conducting special projects approved by the State Auditor. Work is independently performed, with limited supervision.

The background of well-qualified candidates will demonstrate the following competencies:

Knowledge of IT auditing standards, principles, techniques, methodologies, standards, and practices promulgated by the U.S. GAO, FISCAM and the Information System Audit and Control Association (ISACA).

1. Ability to communicate effectively orally and in writing.
2. Ability to establish and lead a team.
3. Ability to effectively plan, assign and direct audit objectives.
4. Ability to interpret complex agency policies, procedures and goals for audit planning purposes.
5. Ability to conduct complex technology control audits of governmental entities.
6. Ability to interpret complex federal and state laws, rules, and regulations.
7. Ability to interpret and implement new auditing standards or accounting pronouncements.
8. Ability to analyze and interpret complex IT system design, logic, functionality and related processes.
9. Ability to analyze and interpret complex organizational procedures, workflow and functions.
10. Ability to research and interpret technology-related laws, regulations, and compliance requirements.
11. Ability to apply, analyze and interpret expert data extraction techniques.
12. Ability to effectively draft test scripts, run and analyze results.
13. Ability to effectively secure facts through investigation.
14. Ability to develop effective testing strategies to verify IT system functionality
15. Ability to effectively and consistently conclude whether agency IT controls meet requirements based on audit testing results.
16. Ability to assess audit risk for complex technology and effectively adjust to changes, as necessary.
17. Ability to effectively prepare audit findings; and recommend appropriate corrective action.
18. Ability to evaluate and categorize audit findings.
19. Ability to assess audit risk and for complex technology and adjust to changes, as necessary.
20. Ability to effectively write technical reports and documents.
21. Ability to review work of professional staff for accuracy, completeness, and adherence to professional auditing standards.

MINIMUM QUALIFICATIONS:

A Bachelor Degree in Computer Science and/or Management Information Systems, or a four (4) year equivalent combination of education, training, and/or progressively responsible professional experience in a related field that demonstrates a thorough knowledge of IT systems audits, technical knowledge covering multiple areas, such as IT security, change management, operations, operating systems, software development, databases, networks, and cloud computing.

Special consideration will be given to individuals with a Certified Information System Auditor (CISA) designation and to those who have advanced degrees.

LICENSING / REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).* None.

****BENEFITS**

The value of State's share of Employee's Retirement is 15.85% of salary for BU positions and 20.85% for Confidential Positions. The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$352.84 biweekly

**The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.